IGCSE ENGLISH SECOND LANGUAGE EXERCISES 5 AND 6

EMAIL WRITING STRUCTURE

Hi Sarah,

    <u>INTRODUCTION (3 lines)</u>

-enquire about the wellbeing of your friend.

-mention the purpose of your email

    <u>FIRST BODY PARAGRAPH (6 LINES)</u>

-explain the first bullet point

    <u>SECOND BODY PARAGRAPH (6 LINES)</u>

-explain the second bullet point

    <u>THIRD BODY PARAGRAPH (6 LINES)</u>

-explain the third bullet point

    <u>CONCLUSION (3 lines)</u>

-wind up the email.

With love,
Name

ARTICLE STRUCTURE

TITLE

<u>INTRODUCTION (4-5 LINES)</u>

- General to specific
- Connect the key words
- Ask a question
- Define
- Quotes
- Why the topic is a concern

<u>FIRST BODY PARAGRAPH (8 lines)</u>

- develop the first point (For /Against)
- Explain
- develop the second point (For /Against)
- Explain

<u>SECOND BODY PARAGRAPH (8 lines)</u>

- Your opinion should come in the second body paragraph
- develop the first point (For /Against)
- Explain
- develop the second point (For /Against)
- Explain

<u>CONCLUSION (4-5 lines)</u>

- Write your opinion regarding the topic
- (restate the points mentioned in the second body paragraphs)
- Use a sentence starting with 'if' – (Hope /Warning)

Report writing structure

<u>title</u>

<u>INTRODUCTION (4-5 LINES)</u>

- First sentence
- Answer the wh- questions
- Who
- What
- Where
- When

REVIEW WRITING – EVENT

TITLE

<u>Paragraph 1: Introduction</u>

State the background
Basic facts of the Event (Where, When, why, Who, What)

- Second sentence
- The main intention of the report is to highlight……
- The main purpose of the report is to……
- This report aims to bring to light……

FIRST BODY PARAGRAPH (8 lines)
- Develop the first part of the question
- (Write a summary -only if not specified in the question)

SECOND BODY PARAGRAPH (8 lines)
- Develop the second part of the question
- (Write recommendations/suggestions)

CONCLUSION (4-5 lines)
- Overall, what is your impression about the topic asked.
- Write one sentence starting with 'if' stating hope or warning

Paragraph 2: Summary information

Give relevant information about the program

Paragraph 3: Analysis

Mention negative points related to the event

Paragraph 4: Conclusion

Restate your review sentence and then write a closing sentence to end the review
Recommendation

REVEW WRITING STRUCTURE (PRODUCT)

TITLE

INTRODUCTION (4-5 LINES)
- Name of the product, brand name, model number
- From where you bought it, why you bought it
-

FIRST BODY PARAGRAPH (8 LINES)
- Mention the positive aspects about the product
- user friendly, cost effective, qualities etc.
-

SECOND BODY PARAGRAPH (8 LINES)
- Mention the negative points of the product
- compare the product to other products

CONCLUSION (4-5 LINES)
- Overall impression about the product
- Recommendation

REVIEW WRITING- PLACE

TITLE

INTRODUCTION (4-5 LINES)
- Location, when it opened
- Why you visited the place
- With whom you visited

FIRST BODY PARAGRAPH (8 LINES)
- Attractions of this place
- Physical features of the place, Mention about the people
- Talk about the culture, food, language (Depends upon the question asked)

SECOND BODY PARAGRAPH (8 LINES)
- Mention the negative features
- Compare it with other places

CONCLUSION (4-5 LINES)
- Overall impression about the place
- Recommendation